

31 April 1964

25X1  
MEMORANDUM FOR: [REDACTED]

Acting Chief, Classification & Salary Administration  
Division

SUBJECT: Foreign Documents Branch Classification Survey.

Position descriptions prepared by Foreign Documents Branch personnel were reviewed, and desk audits were conducted in order to clarify discrepancies between position descriptions and official job sheets. Individual positions were discussed with supervisory personnel, in order to gain full understanding of type of responsibilities delegated, and amount of supervision exercised. Problems relating to the correction of misassignments and to establishment of new positions were discussed with [REDACTED] FDB Administrative Officer.

A substantial number of translators are misassigned from the standpoint of physical location within the Branch organization. Position control records do not show current assignments of these individuals. Attempt was made to determine whether these misassignments and details of personnel were to be of duration of six months or longer. [REDACTED] stated that the Branch was unable to estimate the duration of individual assignments and details. The following information was obtained in this connection:

Branch officials state that flexibility in the assignment of translators has been found necessary for the completion of FDB translation projects. These projects vary as to subject matter, length, priority, and foreign language element. In as much as these factors cannot be determined in advance, it is difficult for Branch officials to state that a translator will remain in a certain slot for any length of time. Numerous T/O vacancies in translation slots create an additional problem in the assignment of personnel. All translators perform the same duties, the distinguishing factor between individual translators being the degree and type of linguistic ability. The Branch endeavors to employ translators who are familiar with a large number of languages, so that translation personnel can be utilized in as many slots as possible, and on as many foreign language translation projects as possible.

Assignment of a translation project presents a two-fold problem. Translators possessing specific language ability must be assigned to a project. P-3 Document Exploiters, or Intelligence Officers of higher grade who possess specific area and subject matter knowledge, must work

CONFIDENTIAL

25X1  
25X1  
25X1

with translators from a supervisory and advisory angle. Translators and Intelligence Officers possessing knowledge necessary to development of a given project may not be available within the same organizational unit within Branch. For example: At full T/O strength, a certain unit such as the [ ] would be composed of an Intelligence Officer familiar with geographic area and with oriental languages, and of one or more translators familiar with oriental languages. The project to be assigned might deal with [ ] area, but material to be exploited and translated might be written in French, Dutch, etc. Thus, a translator possessing necessary linguistic ability would have to be detailed or assigned to the [ ] for the duration of the project. Length and priority of project might require the detail of several translators rather than just one. If this project involved translation in a rare foreign language, it would have to be assigned to an individual who possessed the required linguistic ability. It is possible that this individual might be the only person in the Branch capable of handling the project. In such a case, assignment by geographic desk or by type of subject matter involved would be out of the question.

Under these circumstances, it can be seen that the transfer and loan of translation personnel between units within Branch is unavoidable. Either translators must be detailed to geographic desk or section, or supervisory personnel from geographic area must be detailed to desk or section where translators are available.

Branch officials have advanced two proposals. They feel that the adoption of either one of the following proposals would aid in solving problem of misassignment stemming from project needs and current T/O vacancies:

1. A block of 114 translators would be assigned to FIB, without imposition of quota on grade ratings, or on number of translator slots within each Division. Grade ratings would be determined (as in Translation Service Division at present) by number of languages and degree of proficiency in those languages. Assignment of translators to Divisions and Sections would be determined entirely by project demands, and would be controlled stringently by the Administration Office. This would eliminate necessity for anticipated T/O increases in certain Sections and Divisions whose allotted number of translator slots may be filled, while overall number of translators assigned to Branch is still far below T/O strength. Any report desired by Administration and Management regarding current assignments of translators could be furnished by the Branch.

2. Overall quota of translator slots for each Division as a whole would be established by T/O, without indication of grade ratings or of physical location within Divisions of translation personnel. Grade ratings would be determined by number of languages and proficiency in those languages. Division quotas as to numbers of translation personnel would be observed. Assignment or detail of translation personnel from one Division to another would be reported to the Personnel Branch on Form 37-3, when such assignment or detail was believed to be of duration of six months or longer.

CONFIDENTIAL

From a classification standpoint, it is felt that there would be no objection to either of these proposals. As long as translators are performing duties in accordance with degree and type of linguistic ability as outlined in job sheets approved by the Civil Service Commission, classification requirements are satisfied. However, adoption of either one of the proposals would pose a problem from the standpoint of control of numbers of slots and grade ratings assigned to Branch. It is felt that the second proposal, i.e., control of translator slots on Division level, would be more amenable to existing position control procedures.

It is felt that adoption of either one of these proposals should be limited to translation personnel. Professional personnel of P-3 ratings and above should be assigned to individual slots within organizational units. Adoption of either one of the proposals would reduce amount of paper processing of personnel action requests, and of official personnel actions. Inaccuracies as regards organizational location of personnel on position control records and on official personnel actions would be reduced to minimum.

Individual desk audits plus discussions with supervisors disclosed that certain translators in grades CAF-7 and CAF-8 are performing or have performed one or more of the varied duties included in the P-3 job description. [ ] states that the majority of these individuals are being considered for promotion on basis of degree of linguistic ability, and that personnel action requests will be submitted upon completion of classification survey. Individuals not recommended for promotion at this time are serving as trainees for P-3 level, and are not qualified for promotion to CAF-8 on basis of linguistic ability. [ ] states that promotion to P-3 level would not be recommended until individuals are able to perform all phases of the job. Such phases include expert ability as a translator, ability to select, review, and organize intelligence information in answer to collection directives, and the exercise of appropriate area or background knowledge.

Position descriptions have been prepared for a number of new positions. Information regarding these positions was obtained from [ ] from supervisory personnel, and through desk audit where such was practicable.

| <u>Pos. #</u> | <u>Title</u>           | <u>Proposed Grade</u> | <u>Organizational Location</u>     |
|---------------|------------------------|-----------------------|------------------------------------|
| 2086          | Clerk                  | CAF-5                 | Scientific & Tech. Div.            |
| 2087          | Clerk                  | CAF-5                 | Records Section                    |
| 2091          | Inf. & Ed. Clerk       | CAF-6                 | Editorial Section                  |
| 2089          | Proofreading Clerk     | CAF-4                 | Editorial Section                  |
| 2029          | Editor                 | P-2                   | Editorial Section                  |
| 2083          | (Intell. Analyst       | P-3                   | Screening Sections                 |
| 2084          | (Intell. Analyst       | P-2                   | Screening Sections                 |
|               | <del>Clerk Steno</del> | <del>CAF-4</del>      | <del>For use throughout Div.</del> |
| 2088          | Clerk                  | CAF-4                 | Administration Office              |
| 2085          | Translator             | CAF-9                 | (Trans. Serv. Division             |
|               |                        |                       | <del>Supervisor</del>              |
| 2102          | Clerk Typist           | CAF-2                 |                                    |
| 2105          | Secretary (Steno)      | CAF-4                 |                                    |
| 2106          | Secretary (Steno)      | CAF-4                 |                                    |
| 2107          | Secretary (Steno)      | CAF-4                 |                                    |
| 2108          | Secretary (Steno)      | CAF-4                 |                                    |

The following discussion outlines survey results by organizational unit within Branch:

Administrative Office

25X1 [ ] CAF-11, is detailed to the CAF-12 Administrative Officer slot. His promotion has been recommended. 25X1 [ ] CAF-9, is detailed to the CAF-11 Administrative Officer slot. Both individuals are performing duties as listed on job sheets.

25X1 [ ] CAF-4 Clerk-Steno., has been detailed to the Scientific and Technical Division. A vacancy exists in the CAF-4 Secretary slot. Lack of clerical and secretarial personnel has caused the main load of secretarial and record maintenance activities to fall on [ ] Administrative Assistant, CAF-7. 25X1 [ ] has not been performing some of the administrative duties described in her job sheet. 25X1 [ ] stated that she is planning to resign, and that this vacancy will be filled by an individual who will perform all duties of the position. In order that secretarial and record maintenance functions may be performed on appropriate grade level, the CAF-4 Secretary vacancy should be filled.

A redescription of CAF-3 Clerk position has been prepared. Proposed grade is CAF-4.

Record Section

Report preparation functions originally assigned to this Section (formerly known as Control Section) are not being performed on complete basis. 25X1 [ ] is charged to CAF-9 slot as Assistant Chief of Section, but is on detail to the Administration Office. He has retained a portion of his duties relating to the final compilation and review of the Branch cost accounting report. In order to substantiate present grades, full responsibility for the preparation of reports should be centralized in this Section. 25X1 [ ] currently assigned to CAF-7 slot, but detailed to CAF-9 Assistant Chief slot, has not had an opportunity to perform all the duties of that position. Prior to promotion to CAF-9, he should be given opportunity to serve as the full assistant to the Chief, Record Section.

Increase in number of projects handled by Branch has increased the volume of record activity in this Section. As requested, 25X1 [ ] position was investigated in order to determine whether increase in record activity warranted resubmission of CAF-7 job for a CAF-9. Investigation revealed that duties are covered by existing job sheet. No justification for resubmission was discovered.

A CAF-5 Clerk position description has been prepared.

Editorial Section

The professional personnel are performing duties as listed in job sheets. Due to shortage of lower-graded clerical and typing personnel, individuals assigned to the CAF-5 Editorial Clerk job are spending a portion of their time on proofreading, file maintenance, and typing duties. A CAF-4 Proofreading Clerk position description has been prepared. If the grade level of proofreading can be raised from CAF-3 to CAF-4, a CAF-4 Proofreading Clerk will be established. This

25X1

Approved For Release 2004/05/05 : CIA-RDP57-00042A000100140015-8

Next 3 Page(s) In Document Exempt

Approved For Release 2004/05/05 : CIA-RDP57-00042A000100140015-8

25X1  
25X1

Classification survey revealed that the majority of FDB personnel are classified correctly as regards title, service, series, and grade. A total of [ ] individuals submitted descriptions of their position. In as much as the Branch personnel ceiling for quarter ending 30 June 1948 is [ ] it is assumed that approximately [ ] slots were unfilled at the start of the classification survey. Each position described on Form 75 was investigated either through discussion with appropriate supervisor, through desk audit procedure, or through desk audit plus discussion with supervisor. A total of sixty positions were desk audited on a spot check basis, such positions being representative of the varied types of positions within FDB. Results of survey are summarized as follows:

1. The Civil Service Commission has approved all new positions in proposed grades.
2. Ten promotions (other than on clerical level) are being recommended by the Branch, based on Branch estimate as to degree of linguistic ability. These promotions are not based on limited performance of individuals in trainee capacity on P-3 level. Additional promotions are under consideration by FDB officials.
3. With the approval of new grades, a total of approximately fifteen clerical promotions will be made possible.
4. Ten<sup>14</sup> new position descriptions have been prepared. Necessary T/O adjustments should be effected prior to use of such positions.
5. Four individual adjustments as to duties performed are recommended in order to maintain grade level of certain positions.
6. Three reassignments of professional personnel are recommended.
7. Eighteen reassignments of translator personnel (out of a total of 36 translators working in Branch at start of survey) would be necessary in order to place such personnel in correct slots under present T/O requirements.

[ ]  
Position Classifier

**CONFIDENTIAL**